

## **ARTICLE 13 UDC Administrators**

### **Division 13.100 Purpose and Application of Article**

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#### **Sec. 13.101 Purpose**

The purpose of this Article is to provide an overview of the bodies that are responsible for the administration of this UDC. This Article describes the roles and responsibilities of the City Council, Planning and Zoning Commission, Board of Adjustment, Technical Advisory Committee, and Planning Director with respect to this UDC.

#### **Sec. 13.102 Application of Article**

- A. **Generally.** This Article provides an overview of the general roles and responsibilities of the City Council, Planning and Zoning Commission, Board of Adjustment, Technical Advisory Committee, Planning Director and other City Staff with respect to the administration of this UDC.
- B. **Application of Powers.** This article does not restrict any other powers that are granted to a public body or administrative position mentioned herein, by Federal law, State statute, or the City's Home Rule Charter or Code of Ordinances.
- C. **Conflicts with Other Articles.** In the event of any conflict of powers or responsibilities listed in this article, the specific power granted elsewhere in the UDC and in *Article 14 Permits and Procedures* shall apply.

### **Division 13.200 UDC Administrators**

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#### **Sec. 13.201 City Council**

- A. **Recommendations and Approvals.** The City Council shall have the following powers, subject to the processes outlined in Article 14 Permits and Procedures:
  1. Make a final decision after a public hearing and recommendation from the Planning and Zoning Commission:
    - a. Text amendments to this UDC
    - b. Amendments to the Official Zoning Map
    - c. Conditional Use (includes Manufactured Housing, Wireless Telecommunications Facilities and Home Business when required by UDC)
    - d. Minor Subdivision Plat with waiver
    - e. Standard Subdivision Preliminary Plat
    - f. Standard Subdivision Final Plat
    - g. Major Subdivision Amendment
    - h. PUD Conceptual Plan
    - i. PUD Preliminary Plan
    - j. Zone of Influence request from City-Parish
    - k. Annexation
    - l. TND and Pattern book approval

2. Make a final decision after review and recommendation from the Planning Director:
  - a. Temporary use permit.
- B. **Appeals to City Council.** The City Council shall hear and decide appeals from final decisions of the Planning and Zoning Commission after a public hearing.

### **Sec. 13.202 Planning and Zoning Commission**

- A. **Recommendations and Approvals.** The Planning and Zoning Commission shall have the following powers, subject to the processes outlined in Article 14 Permits and Procedures:
  1. Make a recommendation to the City Council after a public hearing and a recommendation from the Planning Director:
    - a. Text amendments to this UDC
    - b. Amendments to the Official Zoning Map
    - c. Conditional Use (includes Manufactured Housing, Wireless Telecommunications Facilities, and Home Business when required by UDC)
    - d. Minor Subdivision Plat with waiver
    - e. Standard Subdivision Preliminary Plat
    - f. Standard Subdivision Final Plat
    - g. Major Subdivision Amendment
    - h. PUD Conceptual Plan
    - i. PUD Preliminary Plan
    - j. Zone of Influence request from City-Parish
    - k. Annexation
    - l. TND and Pattern Book
  2. Make a final decision after a public hearing and recommendation from the Planning Director:
    - a. Site Plan Review
  3. Accept on consent agenda after final decision by Planning Director:
    - a. Minor Subdivision with no waiver
    - b. Administrative Subdivision Amendment

### **Sec. 13.203 Board of Adjustment**

- A. **Variances.** The Board of Adjustment shall make a final decision on a variance after a public hearing and a recommendation from the Planning Director, subject to the processes outlined in Article 14 Permits and Procedures.
- B. **Appeals.** The Board of Adjustment shall hear appeals of alleged errors in any order, requirement, decision, or determination made by the Planning Director and/or any public official as to the administration, interpretation, or enforcement of this UDC, including:
  1. UDC Verification
  2. UDC Interpretation
- C. **Appointment.** The Board of Adjustment shall be appointed by the Mayor.

**Sec. 13.204 Planning Director**

- A. **Generally.** The planning director shall be designated by the Mayor. The planning director may delegate review responsibilities to other members of the City Staff with relevant technical training or expertise, or, as appropriate, to consultants that are authorized by the City of Zachary.
- B. **Recommendations and Approvals.** The Planning Directors shall make a final decision on the following applications, subject to the processes outlined in Article 14 Permits and Procedures:
  - 1. UDC Verification
  - 2. UDC Interpretation
  - 3. Sign Permit
  - 4. Minor Subdivision (with Planning and Zoning consent agenda)
  - 5. Administrative Subdivision Amendment (with Planning and Zoning consent agenda)
  - 6. Other permits and approvals as required by the UDC

**Sec. 13.205 Technical Advisory Committee (TAC)**

- A. **General.** The Technical Advisory Committee (TAC) shall review applications and projects and provide comments related to required public infrastructure, public services, subdivision regulations, and any other planning/construction/design concerns.
- B. **Composition.** The TAC shall be appointed by the Mayor. The Planning Director shall chair the TAC and schedule public meetings as needed to review applications and process concerning the UDC. Members of the TAC shall consist of members of City Staff, Police and Fire Department representatives and other representatives of public agencies and city departments as requested by the Planning Director and Mayor.
- C. **Recommendations.** The TAC shall provide comments on the following applications:
  - 1. All Site plans
  - 2. All subdivisions
  - 3. All PUD applications
  - 4. All TND applications
  - 5. Zoning Map Amendments
  - 6. Annexations
  - 7. Other development applications or processes as determined by the Planning Director